

# Entering Data

## *Where to Enter AQI Operations Data*

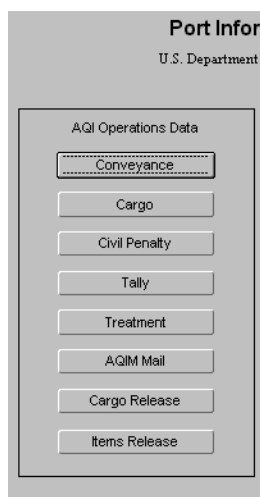
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### Introduction

The optimum approach to maintaining information in PIN-Ops is to record data in a timely way. Each work location needs to establish an operational standard for recording data, i.e., filling in information about conveyances and cargoes when notified of arrival and then daily filling in results of inspection. A rule of use is that if you are ever going to use the information again, record the information in PIN-Ops.

**Figure 2-1-1** shows the data entry screens for recording information about AQI operations. These screens are opened from the Main Menu screen.



**FIGURE 2-1-1: AQI Operations Data Column of the Main Menu Screen**

### Which Screen to Use

The same data entry screens are used to record different importations entering ports of entry through various pathways. Use this section to determine where in PIN-Ops to record AQI activities.



The sections of Chapter 2, Entering Data, are organized by pathways. Each section only identifies the screens and data fields that have to be completed for that pathway.

Use **Table 2-1-1** to identify where in PIN-Ops to record AQI activities.

**TABLE 2-1-1: Determine Where to Record AQI Activities**

If the activity involves:	And are:	Then go to this screen:
Aircraft (commercial, military, private) Maritime vessels and barges Trucks Trains and railroad cars Containers Buses Private and military vehicles Passengers Pedestrians	→	Conveyance
Cargo of agricultural interest	→	Cargo
Border Cargo Release Program	→	
Transiting and export Immediate transit Immediate export	→	
Releasing cargoes	By waybill or bill of lading	Cargo Mass Release
	By safeguard item, container, or other portion less than waybill or bill of lading	Item Mass Release
Monitoring samples	Air passengers Border vehicles Border pedestrians Predeparture Preclearance	Conveyance and AQIM Tab
	Cargoes	Cargo and AQIM Tab
	Mail	AQI Mail
Civil Penalties	→	Civil Penalties

**TABLE 2-1-1: Determine Where to Record AQI Activities**

<b>If the activity involves:</b>	<b>And are:</b>	<b>Then go to this screen:</b>
Mail-general operations	→	AQI Tallies
Plant inspection station	→	1. Existing Conveyance or Cargo record (retrieve & update) 2. Safeguard Items
Predeparture-general operations	→	Conveyance
Treatment	→	Treatment
General activities not related to a specific one list above, such as: <ul style="list-style-type: none"> <li>◆ Reviewing manifests</li> <li>◆ Issuing phytosanitary certificates</li> <li>◆ Issuing processed products certificates</li> <li>◆ Issuing animal export certificates</li> </ul>	→	AQI Tallies

